

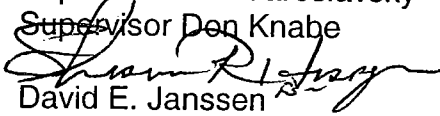


County of Los Angeles
CHIEF ADMINISTRATIVE OFFICE

713 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012
(213) 974-1101
<http://cao.co.la.ca.us>

DAVID E. JANSSEN
Chief Administrative Officer

April 28, 2006

To: Mayor Michael D. Antonovich
Supervisor Gloria Molina
Supervisor Yvonne B. Burke
Supervisor Zev Yaroslavsky
Supervisor Don Knabe
From: 
David E. Janssen
Chief Administrative Officer

Board of Supervisors
GLORIA MOLINA
First District

YVONNE B. BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

DESTRUCTION OF CONFIDENTIAL RECORDS - SECOND STATUS REPORT

On February 28, 2006, on motion of Supervisor Knabe, the Board instructed the Chief Administrative Office to update the County Policy Manual to specifically address appropriate securing and prompt disposal of confidential records, papers, or documents, and ensure that all County departments come into compliance, and to report back within 30 days.

In a March 20, 2006 status report, we advised your Board that we intended to present a draft policy for the Audit Committee's consideration at their April 20, 2006 meeting, after which we would issue the policy to County departments. My staff met with the Audit Committee on April 20 to present the interim policy; however, the Committee did not have sufficient time to review the policy. It will be discussed at their May 18, 2006 meeting. Subsequent to the review, this Office will issue the interim policy to all County departments.

Please let me know if you have any questions, or your staff may contact the County Records and Archives Coordinator, Linda Gibbs at (213) 974-1319 or lgibbs@cao.co.la.ca.us.

DEJ:MKZ
LGG:os

c: All Department Heads